

Background

1

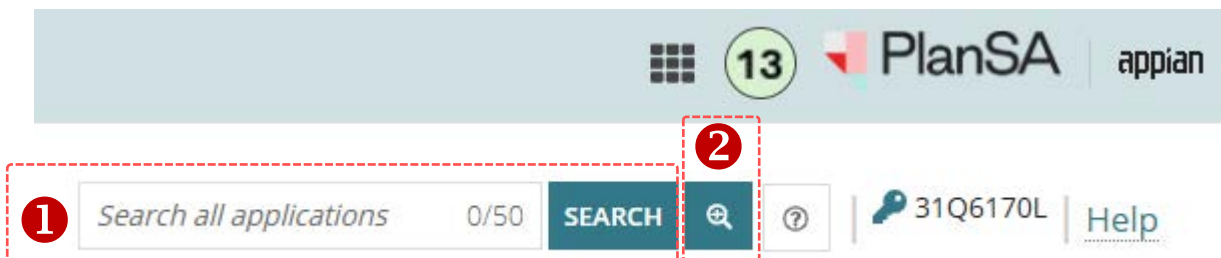
The homepage has two search options.

Homepage search (1) where you can search using the following criteria.

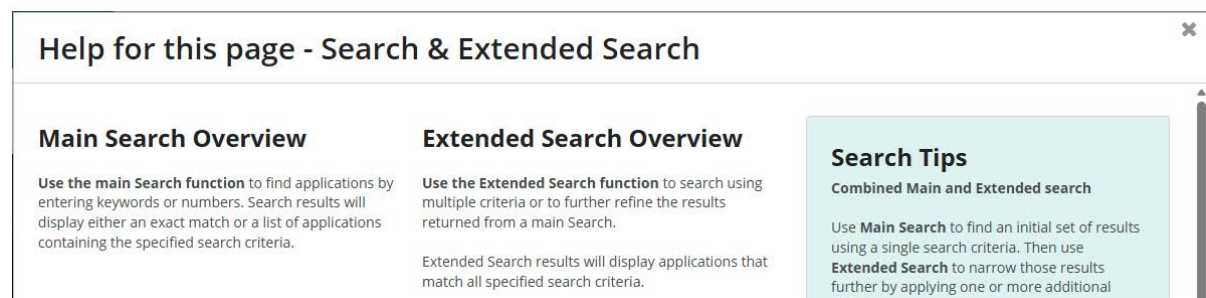
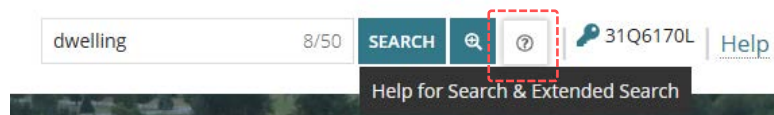
- Application ID
- Development application number
- Certificate of Title
- Plan Parcel
- Contacts (applicant, primary, owner and builder)
- Nature of development
- Location

Extended Search (2) enables to further refine an initial search or perform a detailed search independently. Includes the above search criteria, plus ability to search by the following.

- Additional location information
- Application status
- From and to dates display when an application status is chosen.



If you require assistance with the search options or the acceptable search criteria a **Help** feature is available.



Accepted search criteria examples

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The search criteria examples below can be used in both the **homepage search** and **extended search** options.

Application ID	Accepts only the following format. ID, for example <i>26000530</i>.
Development application number	Accepts the following. - ID, for example <i>400/C607/26</i>. - Partial ID, for example <i>400/C607</i>
Certificate of Title	Accepts the following and must include a space after the title type. - Title reference, for example <i>CT 5915/189</i>. - Partial title reference, for example <i>CT 5915</i>.
Plan Parcel	Accepts only the following format. Reference number, for example <i>H400200SE43</i>
Contacts	Accepts the following and will return matches found in applicant, primary, land owner and builder contacts - Full name, for example an individual <i>Penny Public</i> and for a business <i>Little Extension Co</i>. - Partial name, for example an individual <i>Penny</i>, or <i>Pen</i> and for a business <i>Extension</i> or <i>Ext</i>.
Nature of development	Accepts key words contained with the nature of development description. - Key word example, <i>dwelling</i> or shortened to <i>dwel</i>. - Key word example, <i>signage</i> or shortened to <i>sign</i>.
Location	Accepts numbers, street names, suburbs, co-ordinates where many entered addresses. - Full address, for example <i>83 Pirie St Adelaide SA 5000</i> - Partial address, for example <i>83 Pirie</i> - Partial address, for example <i>83</i> - Partial address, for example <i>Adelaide</i>

The following search criteria are only available from the **extended search** panel.

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Additional location information

Accepts key words contained in the **additional location information**. For example:

- Within council verge – search by *verge*
- Units 2 & 4 – search by the full description or partial *Units*

Application Status

Use this field to select one or more **application statuses** to narrow your search results. Includes the following statuses.

- *Cancelled*
- *Development Approval Granted*
- *Discontinued*
- *Lapsed (Expired)*
- *Lodged*
- *Not Required*
- *Refused*
- *Submitted*
- *Withdrawn*

From and To Dates

Displays only when an *application status* is selected.

A **date** or **date range** is not mandatory when searching by an application status.

Search for applications using the homepage search

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1. Enter the search criteria in the **homepage search** field, for this example *dwelling* and press **Enter** key.

The **Search results for “dwelling”** displays, for this example. Displaying a maximum of **0 out of 0 applications**, ordered from most recent to oldest based on the applied search criteria.

Assigned to me or assigned to my council (or equivalent)

If a relevant authority is performing the search the results default to **assigned to me only** and when no applications are assigned, then no results are returned. Change to **assigned to my council** (or equivalent) to view all applications in the organisation matching the entered search criteria.

2. Click on **Assigned to my RAP and Council**, for this example.

The **Search** results will show list of applications matching the criteria entered, for this example *dwelling* and informs the user the maximum number of applications displayed.

If no applications matching the criteria entered, then *Search returned no results* displays and the maximum number of applications will show 0.

No results returned

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If no results are returned after changing the assignment filter to **Assigned to My Council** (or equivalent) to view all applications in your organisation, select **Clear Search** to remove all search filters and return to the homepage.

NOTE: This step is Only relevant for relevant authorities.

7/50 SEARCH 🔍 ? 🔑 31Q6170L Help

Search results for "carport"

Displaying a maximum of 0 out of 0 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

Clear search

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
Search returned no results							

Update search criteria

Alternatively, perform another search by adding to the existing search criteria or entering new search criteria. In this example, the search criteria have been updated to find applications with *Alteration* in the **Nature of Development**.

10/50 SEARCH 🔍 ? 🔑 31Q6170L Help

Search results for "alteration"

Displaying a maximum of 0 out of 0 applications, ordered from most recent to oldest based on the applied search criteria.

☒ Assigned to me only ☐ Assigned to my RAP and Council

Clear search

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
Search returned no results							

Change the assignment filter to **Assigned to My Council** (or equivalent) to view all applications within your organisation.

Search results for "alteration"

Displaying a maximum of 3 out of 3 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

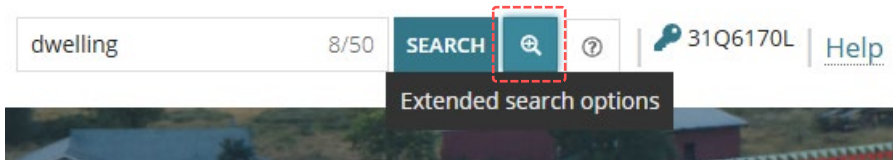
Clear search

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004288	11 RAILWAY TCE LUCINDALE SA 5272	alteration and additions	Philip Williams	CT 5478/259	H4409005E517	22 May 2026	Lodged
25004194	5 MCLAY CT NARACOOORTE SA 5271	Alteration to dwelling	Philip Williams	CT 5450/777	D19730AL25	31 Oct 2025	Development Approval Granted
25003712	191 SMITH ST NARACOOORTE SA 5271	Alteration of dwelling	Test Applicant	CT 5798/254	F205990AL644	31 Oct 2025	Development Approval Granted

Refine research results using the Extended Search panel

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1. Click on the **Extended Search**.



The **Extended Search** window displays. To further the refine the search results use one or more of the following criteria.

- Location
- Additional location information
- Contact
- Nature of development
- Certificate of Title
- Plan Parcel
- Application Status

What is additional location information?

During submission the applicant can provide some additional information about the location of the proposed development, for example, tenancy/unit/allotment number, in the verge etc.

☒	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
☒	747 RIDDOCH HWY KEITH SA 5267	CT 5311/400	F36185 AL21	400663140*	0/100	TATIARA DC	

To close the **Extended Search** panel, click the icon. Any search results that have been returned will remain displayed. If the panel is closed before a search has been performed, the homepage will be displayed.

Development Application Processing
ASSESSMENTS

dwelling 8/50 SEARCH 31Q6170L Help

Welcome to the new DAP homepage look and feel! More information on navigating the homepage and dashboards is available [here](#).

Hello Naracoorte & Lucindale Council

Search results for "dwelling"
Displaying a maximum of 4 out of 4 applications, ordered from most recent to oldest based on the applied search criteria. Clear search

☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004194	5 MCCLAY CT NARACOORTE SA 5271	Alteration to dwelling	Philip Williams	CT 5450/777	D19730AL2 5	31 Oct 2025	Development Approval Granted
25003712	191 SMITH ST NARACOORTE SA 5271	Alteration of dwelling	Test Applicant	CT 5798/254	F205990AL 644	31 Oct 2025	Development Approval Granted
25001707	43 WOOLSHED ST BORDERTOWN SA 5268	single storey dwelling	Philip Williams	CR 6168/586, CT 5733/731, CT 5489/366	T400601AL 161, T400601AL 243, T400601AL 240, T400601AL 66, T400601AL 244	19 May 2025	Development Approval Granted
22000783	LOT 1162 SMITH ST NARACOORTE SA 5271	dwelling	Corporation Public	CR 5658/468	H441200SE 1162	13 Sept 2022	Lodged

Extended Search

Location
Eg. 83 Pirie St Adelaide, 83 Pirie, Adelaide

Additional location information
Eg. lot, lot 101, tenancy, verge

Contact
Eg. Penny public, Penny, Public

Nature of Development
Eg. shed, land division, office, advertisr

Certificate of Title
Eg. CT 5000/500, CT 5000, 500

Plan Parcel
Eg. D56950AL2

Application status
Select status

RESET REFINES

How to...

Perform a homepage and extended search



Government of South Australia

Department for Housing
and Urban Development

PlanSA

Version 1.0

2. Complete one of more of the **Extended Search** fields. For this example, refining by **Location** and *Bordertown*.
3. Click **REFINE** to execute the search.

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Development Application Processing
ASSESSMENTS

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Welcome to the new DAP homepage look and feel! More information on navigating the homepage and dashboards is available [here](#).

Hello EPN TESTTHIRTEEN ! Naracoorte & Lucindale Council

Search results for "dwelling"

Displaying a maximum of 4 out of 4 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004194	5 MCLAY CT NARACOORTE SA 5271	Alteration to dwelling	Philip Williams	CT 5450/777	D19730AL 25	31 Oct 2025	Development Approval Granted
25003712	191 SMITH ST NARACOORTE SA 5271	Alteration of dwelling	Test Applicant	CT 5798/254	F205990AL 644	31 Oct 2025	Development Approval Granted
25001707	43 WOOLSHED ST BORDERTOWN SA 5268	single storey dwelling	Philip Williams	CR 6168/586, CT 5733/731, CT 5489/366	T400601A L161, T400601A L243, T400601A L240, T400601A L66, T400601A L244	19 May 2025	Development Approval Granted

Extended Search

Location
bordertown

Additional location information
Eg. lot, lot 101, tenancy, verge

Contact
Eg. Penny public, Penny, Public

Nature of Development
Eg. shed, land division, office, advertisir

Certificate of Title
Eg. CT 5000/500, CT 5000, 500

Plan Parcel
Eg. D56950AL2

Application status
Select status

RESET REFINE

The **Refined search results** show applications matching the refined search.

Refined search results

Displaying a maximum of 1 out of 1 applications, ordered from most recent to oldest based on the applied search criteria.

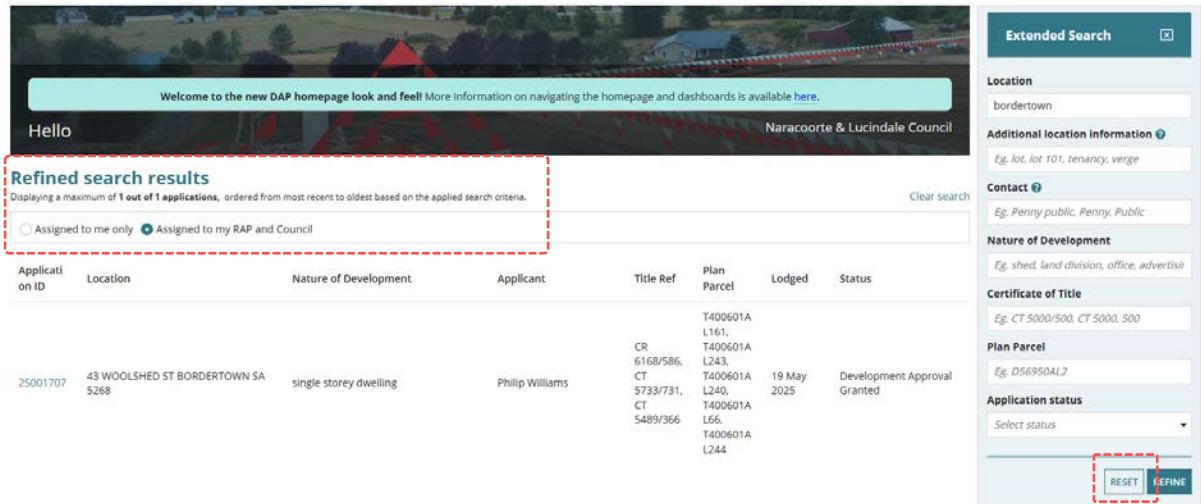
☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25001707	43 WOOLSHED ST BORDERTOWN SA 5268	single storey dwelling	Philip Williams	CR 6168/586, CT 5733/731, CT 5489/366	T400601A L161, T400601A L243, T400601A L240, T400601A L66, T400601A L244	19 May 2025	Development Approval Granted

Remove extended search

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If no matching application(s) are returned after refining your search, select **Reset** to clear the Extended Search criteria and restore the original search results.



The screenshot shows the DAP homepage with a banner for Naracoorte & Lucindale Council. Below the banner, the 'Refined search results' section is highlighted with a red dashed box. It displays a table with one application result. To the right, the 'Extended Search' sidebar is visible, containing filters for Location, Additional location information, Contact, Nature of Development, Certificate of Title, Plan Parcel, and Application status. The 'RESET' button in the sidebar is also highlighted with a red dashed box.

Refined search results
Displaying a maximum of 1 out of 1 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

Applicati on ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25001707	43 WOOLSHED ST BORDERTOWN SA 5268	single storey dwelling	Philip Williams	CR 6168/586, CT 5733/731, CT 5489/366	T400601A L161, T400601A L243, T400601A L240, T400601A L66, T400601A L244	19 May 2025	Development Approval Granted

Extended Search

Location
bordertown

Additional location information
Eg. lot, lot 101, tenancy, verge

Contact
Eg. Penny public, Penny, Public

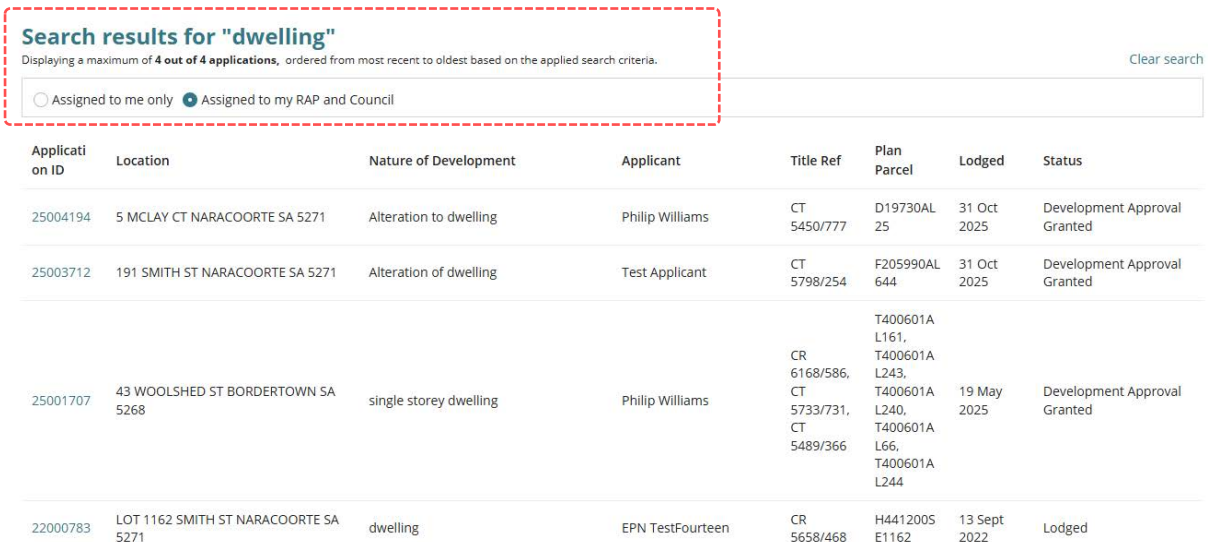
Nature of Development
Eg. shed, land division, office, advertis

Certificate of Title
Eg. CT 5000/500, CT 5000, 500

Plan Parcel
Eg. D56950AL2

Application status
Select status

RESET **REFINE**



The screenshot shows the search results for 'dwelling'. The 'Search results for "dwelling"' section is highlighted with a red dashed box. It displays a table with four application results. The 'RESET' button in the sidebar is also highlighted with a red dashed box.

Search results for "dwelling"
Displaying a maximum of 4 out of 4 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

Applicati on ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004194	5 MCLAY CT NARACOORTE SA 5271	Alteration to dwelling	Philip Williams	CT 5450/777	D19730AL 25	31 Oct 2025	Development Approval Granted
25003712	191 SMITH ST NARACOORTE SA 5271	Alteration of dwelling	Test Applicant	CT 5798/254	F205990AL 644	31 Oct 2025	Development Approval Granted
25001707	43 WOOLSHED ST BORDERTOWN SA 5268	single storey dwelling	Philip Williams	CR 6168/586, CT 5733/731, CT 5489/366	T400601A L161, T400601A L243, T400601A L240, T400601A L66, T400601A L244	19 May 2025	Development Approval Granted
22000783	LOT 1162 SMITH ST NARACOORTE SA 5271	dwelling	EPN TestFourteen	CR 5658/468	H441200S E1162	13 Sept 2022	Lodged

Search for applications using the extended search

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Perform a search using **Extended Search** to find applications based on one or more application identifiers, application status values, or a combination of both. Refer to [Accepted search criteria examples](#).

1. Click on **Extended Search**.

The **Extended Search** and **Refined search results** display.

2. Enter single or multiple search criteria. For this example, we are looking for applications where the **builder contact** is *Big Bigger Best Homes*, and the **nature of development** is a *shed*.
3. Leave **assigned to me only** or change to **assigned to my council** (or equivalent).
NOTE: This step is only relevant for relevant authorities.
4. Click **REFINE** to execute the search.

How to...
Perform a homepage and extended search

Example: Finding applications using contact and nature of development

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The Refined search results shows an application that matches the search criteria **builder contact** with *big* in the contact's name and **nature of development** with *shed* in the details.

Refined search results

Displaying a maximum of 1 out of 1 applications, ordered from most recent to oldest based on the applied search criteria.

Assigned to me only

Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004195	116 GUM AV LUCINDALE SA 5272	shed	Big Bigger Best Homes	CT 5604/509, CT 5519/283	H4409005E2 88, H4409005E2 87	31 Oct 2025	Development Approval Granted

Clear search

Contact

big

Nature of Development

shed

Certificate of Title

Eg. CT 5000/500, CT 5000, 500

Plan Parcel

Eg. D56950AL2

Application status

Select status

RESET

REFINE

In the **refined search results** only the **Applicant** column is shown. In this example, the applicant is also the builder contact.

5. Click on the application record to view more information.

The **Status Detail** tab is displayed by default. Select the **Contacts** or **Summary** tabs to view additional application information.

Select the **Contacts** tab to view the application contacts. In this example, the results include the builder contact **Big Bigger Best Homes** that was used in the search criteria.

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004195	116 GUM AV LUCINDALE SA 5272	shed	Big Bigger Best Homes	CT 5604/509, CT 5519/283	H4409005E2 88, H4409005E2 87	31 Oct 2025	Development Approval Granted

STATUS DETAIL

CONTACTS

SUMMARY

Role	Name	Phone	Email
Applicant	Big Bigger Best Homes	1300 000 100	Bigger.dap.test@sa.gov.au
Land Owner	Big Bigger Best Homes	1300 000 100	Bigger.dap.test@sa.gov.au
Builder	Big Bigger Best Homes	84254000	Bigger.dap.test@sa.gov.au
Primary Contact	Big Bigger Best Homes	1300 000 100	Bigger.dap.test@sa.gov.au
Invoice Contact	Bigger Bigger Best Homes	1300 000 100	Bigger.dap.test@sa.gov.au

6. Click on the application record to show less information.

Refined search results

Displaying a maximum of 1 out of 1 applications, ordered from most recent to oldest based on the applied search criteria.

Assigned to me only

Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
25004195	116 GUM AV LUCINDALE SA 5272	shed	Big Bigger Best Homes	CT 5604/509, CT 5519/283	H4409005E2 88, H4409005E2 87	31 Oct 2025	Development Approval Granted

Example: Finding applications using status and date range

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7. Enter single or multiple search criteria. For this example, we are looking for applications where the **application status** is *lodged*, and between a **date range** of *01/09/2026* and *11/09/2026*.
8. Leave **assigned to me only** or change to **assigned to my council** (or equivalent).
NOTE: This step is only relevant for relevant authorities.
9. Click **REFINE** to execute the search.

Refined search results

Displaying a maximum of 0 out of 0 applications, ordered from most recent to oldest based on the applied search criteria.

Clear search

☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
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Search returned no results

Contact
Eg. Penny public, Penny, Public

Nature of Development
Eg. shed, land division, office, advertisir

Certificate of Title
Eg. CT 5000/500, CT 5000, 500

Plan Parcel
Eg. D56950AL2

Application status
Lodged

From 01/09/2026 **To** 11/09/2026

RESET REFINE

The Refined search results shows an application that matches the search criteria **application status** that are *lodged* and between **dates** *01/09/2026* and *11/09/2026*.

Refined search results

Displaying a maximum of 8 out of 8 applications, ordered from most recent to oldest based on the applied search criteria.

Clear search

☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
26002604	191 SMITH ST NARACOORTE SA 5271	Shed	Jolanda Regress	CT 5798/254	F205990AL6 44	4 Sept 2026	Lodged
26002600	11201 NGARKAT HWY CANNAWIGARA SA 5268	Storage shed	Fred Automation	CT 5915/189	H400200SE4 3	4 Sept 2026	Lodged
26002597	116 GUM AV LUCINDALE SA 5272	shed	Big Bigger Best Homes	CT 5604/509, CT 5519/283	H440900SE2 88, H440900SE2 87	4 Sept 2026	Lodged
26002585	43 WOOLSHED ST BORDERTOWN SA 5268	Signage	District Council of Tatiara	CR 6168/586	T400601AL1 61	4 Sept 2026	Lodged
26002579	5 MCLAY CT NARACOORTE SA 5271	Alteration to dwelling	Phillip Williams	CT 5450/777	D19730AL25	4 Sept 2026	Lodged
26002573	LOT 1162 SMITH ST NARACOORTE SA 5271	dwelling	Penny Public	CR 5658/468	H441200SE1 162	4 Sept 2026	Lodged
26002568	11 RAILWAY TCE LUCINDALE SA 5272	alteration and additions	Reno U	CT 5478/259	H440900SE5 17	4 Sept 2026	Lodged
26002558	8 SECOND ST BORDERTOWN SA 5268	single storey dwelling	Prue Public	CT 6054/746	D1190AL24, D1190AL25	3 Sept 2026	Lodged

8 items

How to...

Perform a homepage and extended search



Reset the Extended Search

After an extended search use the **RESET** button to remain on the refined search view.

 **Note:** When the **Extended Search** has been used as the primary search the *Clear Search* will return users to the homepage.

Refined search results

Displaying a maximum of 0 out of 0 applications, ordered from most recent to oldest based on the applied search criteria.

☐ Assigned to me only ☒ Assigned to my RAP and Council

Application ID	Location	Nature of Development	Applicant	Title Ref	Plan Parcel	Lodged	Status
Search returned no results							

 Clear search

Contact

Eg. Penny public, Penny, Public

Nature of Development

Eg. shed, land division, office, advertisir

Certificate of Title

Eg. CT 5000/500, CT 5000, 500

Plan Parcel

Eg. D56950AL2

Application status

Lodged

From 01/09/2026 **To** 11/09/2026

RESET

REFINE

Note: The application examples used in this guide are fictitious and have been created for demonstration purposes only. They do not represent actual applications, people, organisations, or locations.